

**Oakland County
Department of Information Technology
Project Scope and Approach**

Project Name: District Court SOS abstracting Mandate

Project ID: DB5321AB

Leadership Group: Courts			
Department: 52nd District Courts		Division: 1, 2, 3 & 4	
Project Sponsor: Jim VerPloeg	Date Requested: 07/14/2005	PM Customer No. 321	
Request Type: <i>Enhancement</i>			
IT Team Name: Courts		IT Team No: B	
Project Manager/Leader: Shiva Bachu			
Account Number: 95517	Account Description: District Court Support 25%	Customer Name: District Court	
Grant Funded? No	Mandate? Yes Mandate Source: Secretary of State memo dated January 25, 2005 regarding Public Act 495, 2004		

Project Goal

To enhance the current Mainframe system so that the 52nd District Courts will be in compliance with SOS's requirements based on 2004 PA 495 by October 1, 2005.

Business Objective

To report abstracts of conviction to SOS daily instead of weekly.

Major Deliverables

Develop a new program to identify tickets/cases which are ready for to send abstracts, extract data and electronically submit to SOS – daily.

Approach

- Follow standard Project Management Office Model
- Design the program
- Code the program and test it
- Implement the program and support it.

Benefits

To comply with the SOS's time requirements based on the Legislature's Public Act 495 of 2004.

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ROI not required because this is a State Mandate.

Impact

Number of Users 16

Divisions 52/1, 52/2, 52/3 & 52/4

Leadership Groups Courts

Risk

Business Environment High -- project will dramatically change existing business processes or will negatively effect the business environment if implementation is unsuccessful.

Technical Environment Low -- proven and previously implemented technologies.

Assumptions

Staffing Resources will be available for the hours indicated per the attached project plan.
The following roles and resources' availability will be as follows:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Jim VerPloeg	TBD
Project Manager:	Shiva Bachu	TBD
Data Base Administrator:		
Source System Expert:		
Business Analyst:		
Programmer/Analyst:	TBD	

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Facilities

-
-

Technical

-
-

Funding IT

-
-

Other

-
-

Priority

Constraints

-
-

Exclusions

-
-

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PROJECT PHASE AUTHORIZATION

Phase(s): ALL		
Total Estimated Application Services	Hours: 200	Cost: \$24,400
Total Estimated Technical Systems	Hours:	Cost:
Total Estimated eGovernment Services	Hours:	Cost:
Total Estimated CLEMIS	Hours:	Cost:
Total Estimated Internal Services	Hours:	Cost:
IT Application Services Division Manager Approval:		Date:
IT Technical Systems Division Manager Approval:		Date:
IT eGovernment Services Division Manager Approval:		Date:
IT CLEMIS Division Manager Approval:		Date:
IT Internal Services Division Manager Approval:		Date:
IT Resource Manager Approval:		Date:
IT Resource Manager Approval:		Date:
IT Resource Manager Approval:		Date:
IT Resource Manager Approval:		Date:
IT Resource Manager Approval:		Date:
IT Management Approval:		
Approved: Yes No		Date:
Reason:		
Project Sponsor Approval:		
Title:		Date:

PROJECT SUMMARY

Authorized Development (see above)	Hours: 200	Cost: \$24,400
Preliminary Estimated Development for Future Phases	Hours:	Cost:
Grand Total Estimated Development	Hours: 200	Cost: \$24,400

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PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Date:
Project Office Review:	Date:

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Niku Workbench - [District Court SOS Abstracting Mandate - Size Estimates - Detail]

File Edit View Tools Window Help

[All Resources]

Type	ID	Task Name	Catg	Resource	Hours	Estimate Cost	Estimate	Estimate
Phase								
Milestone	000110-1	Begin Project						
Task	000120-2	Project Management	~~~~~	CP	30	\$3,660.00		
Task	000210-2	Scope Change Management	C	CP	20	\$2,440.00		
Task	030010	Business Area Requirements	~~~~~	PG	15	\$1,830.00		
Task	050010-1	Technical Design	~~~~~	PG	10	\$1,220.00		
Milestone	050010-2	Conduct Technical Review Meeting		CP				
Task	060010	Programming	~~~~~	PG	60	\$7,320.00		
Milestone	070010	System Documentation & Scripts provided to						
Milestone	070020	Service Desk Trained						
Milestone	070030	Operations Transitioned						
Task	070010-0	Implementation	~~~~~	PG	5	\$610.00		
Task	080020-0	Post Implementation Support	~~~~~	PG	10	\$1,220.00		
Milestone	099995	Mini Project - Early End						
Task	099997	Mini Project - Contingency	C	CNT	50	\$6,100.00		
Milestone	099999	Mini Project - Completed						
					200	\$24,400.00		

For Help, press F1

Start | Niku :: Proj... | SESSION1 -... | Inbox - Micr... | RE: Project ... | New Messa... | SESSION1 -... | PCJ | 2 Microsof... | Niku Work... | 9:48 AM